# STEVEN J. CHIROGIANIS - A.I.A. 240 Overlook Road New Rochelle, NY 10804 Tel.\Fax (914) 235-3439

#### 17 December 2008

Mr. Spiros Moshopoulos 52-21 Browvale Lane Little Neck, NY 11362

### Re: 737 White Plains Road Eastchester, New York

Dear Mr. Moshopoulos:

As per our telephone conversation of December 15, it is understood that the monies past due will be paid to me upon your receiving this proposal for finishing the above referenced project.

The scope of work is 2,670± s.f. of gross floor area on the First Floor and the same area in the Basement.

Prepared drawings shall consist of a complete set of Architectural, Structural and Mechanical (Plumbing, Electrical, HVAC) in order to go to bid with contractors and file with the Department of Buildings for approval.

The fee for all of the above services shall be \$32,550.00.

The Payment Schedule shall be as follows:

| 1. | Retainer  | \$<br>2,550.00 |
|----|---|----------------|
| 2. | Preliminary Design Phase of all (Architectural, Structural, Mechanical) | 9,000.00       |
| 3. | During Completion of 50% of Construction  Documents Phase               | 10,000.00      |
| 4. | During Completion of 100% of Construction  Documents Phase              | 10,000.00      |
| 5. | Dept. of Buildings filing phase   | 1,000.00       |

During the Preliminary Design and Construction Documents Phase, billing shall be at intervals as work progresses. Payment shall be received within fourteen (14) days in order to allow us to continue working on the project.

The above fee does not include any of the following:

- 1. Surveyors' work as required.
- 2. Borings and/or subsurface exploration.
- 3. Construction supervision.
- All required fees to be paid.
- 5. Cost of construction drawings (blueprints).

The Structural Engineer's fee is based on a standard design and does not include the finding of rock formations or ground water which will require special design input.

Compensation for changes and additional services shall be as follows:

- 1. At a factor of 2.0 times technical staff salary costs.
- 2. At a factor of 1.1 times the following: printing, blueprints, messenger service, postage and all other out-of-pocket expenses.

Architect and staff payroll costs:

| Principal: factor of 1.0           | \$160.00/hr. |
|------------------------------------|--------------|
| Associate Architect: factor of 2.0 | 60.00/hr.    |
| Draftsman: factor of 2.0           | 40.00/hr.    |
| Office Personnel: factor of 2.0    | 20.00/hr.    |

If this proposal meets with your approval, please indicate your acceptance of same by signing and dating this document in duplicate. Please retain a copy for your records.

Sincerely,

Steven J. Chirogianis

Agreed to & Accepted:

EPSILON MANAGEMENT INC.

By:
Spiros Moshopoulos

Dated:

# STEVEN J. CHIROGIANIS - ARCHITECT 240 Overlook Road New Rochelle, NY 10804 Tel:/Fax (914) 235-3439

### FACSIMILE COVER SHEET

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If you experience any problems with this transmittal, please call (914) 235-3439.